

STATE PROCUREMENT OFFICE
NOTICE OF REQUEST FOR EXEMPTION 16 JUN -2 A9:59
FROM HRS CHAPTER 103D

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Daniel Orodenker, Executive Officer- DBEDT-Land Use Commission (LUC)
Name of Requesting Department

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

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| 1. Describe the goods and/or services: Hotel Deposit Expenses to hold hotel rooms for future dates (5 months in the future) |
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| 2. Vendor/Contractor/Service Provider: | Hotel Lanai overnight accommodations | 3. Amount of Request: \$ 589.76 |
| 4. Term of Contract From: 9-Nov-16 To: 10-Nov-16 | 5. Prior SPO-007, Procurement Exemption (PE): | |

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| 6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means: There are only two hotels on this island currently in operation. Hotel Lanai only has 11 rooms under \$254. The other hotel, Manele Bay has rooms that are in excess of \$800/night. Securing these lower priced accommodations will ensure LUC personnel can attend to matters without unnecessary commuting. |
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| 7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider: There are no alternate accommodations. |
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8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

*Point of contact (Place asterisk after name of person to contact for additional information).

| Name | Division/Agency | Phone Number | e-mail address |
|--------------|-----------------|--------------|---------------------------|
| Riley Hakoda | DBEDT/LUC | 808 587 3824 | riley.k.hakoda@hawaii.gov |
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All requirements/approvals and internal controls for this expenditure is the responsibility of the department.

I certify that the information provided above is, to the best of my knowledge, true and correct.



Department Head Signature

5-31-16

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 06/02/2016

Inquiries about this request shall be directed to the contact named in No. 8. Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

No action is required by the CPO, as PE16-012S exempts intra-state hotel accommodations until 9/30/2016. In order to use a purchase order to cover Hotel Lanai's hotel deposit expenses for the hearings mandated by the Supreme Court to be conducted on the Island of Lanai on November 9-10, 2016, the department needed Comptroller approval, which was received on 6/16/2016.


As a reminder, the department is required to complete the applicable SPO Travel Worksheet in accordance with Procurement Circular No. 2007-03, and amendments 1-3 on Intra-State and Out-of-State TRAVEL PROCEDURES. Internal controls and requirements, and approvals are the responsibility of the department and traveler(s).

If there are any questions, please contact Stacey Kauleinamoku at 586-0571, or stacey.l.kauleinamoku@hawaii.gov.

☐ Approved

☐ Disapproved

☒ No Action Required


for Chief Procurement Officer Signature

6/17/16
Date